

# Lithium Batteries Safety Document

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WARNING: LITHIUM BATTERIES THAT HAVE BEEN RECALLED BY THE MANUFACTURER FOR SAFETY REASONS <u>MUST NOT</u> BE SHIPPED BY AIR. DO NOT LOAD OR TRANSPORT THIS SHIPMENT IF THE PACKAGE IS DAMAGED</b>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>This package must be handled with care. A flammability hazard exists if the package is damaged.</li> <li>If this package is damaged in transportation, it must not be loaded until the condition of the contents can be verified. The batteries contained in this package must be inspected for damage and may only be repacked if they are intact and protected against short circuits.</li> </ul> | UPS TRACKING NUMBER: _____<br><br>FOR MORE INFORMATION ABOUT THE BATTERIES CONTAINED IN THIS PACKAGE, CALL: _____<br><small style="text-align: right;">Full telephone number including international dialling code</small>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CONTENT INFORMATION:</b> <i>(tick the relevant box)</i>                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| AIR                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Lithium Ion</b> – Maximum of 20 Watt-hours (Wh) per cell or 100 Wh per battery<br><input type="checkbox"/> UN3480, Cells or batteries <u>only</u> (Packing Instruction 965, Section II)<br><small>( ≤ 8 cells or ≤ 2 batteries in a package, without electronic equipment. )</small><br><b>Note:</b> For cells or batteries of ≤ 2.7 Wh, the number of cell/batteries in the package must be limited to 2.5 kg net weight. | <b>Lithium Metal</b> – Maximum of 1 gram of lithium metal per cell or 2 grams of lithium per battery<br><input type="checkbox"/> UN3090, Cells or batteries <u>only</u> (Packing Instruction 968, Section II)<br><small>( ≤ 8 cells or ≤ 2 batteries in a package, without electronic equipment. )</small><br><b>Note:</b> For cells or batteries with a lithium metal content of ≤ 0.3g the weight limit per package is 2.5 kg.<br><span style="color: red;">Only to IDG destinations, shipper must be pre-approved. See UPS links below.</span> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> UN3480, Cells or batteries <u>only</u> (Packing Instruction 965, Section IB)<br><small>( &gt; 8 Cells or &gt; 2 batteries in a package, without electronic equipment; or for cells or batteries of ≤ 2.7 Wh, a number of cells/batteries that exceeds 2.5 kg. )</small><br><b>Note:</b> Total package weight is restricted to 10 kgG. <span style="color: red;">Contract service at UPS.</span>      | <input type="checkbox"/> UN3090, Cells or batteries <u>only</u> (Packing Instruction 968, Section IB)<br><small>( &gt; 8 Cells or &gt; 2 batteries in a package, without electronic equipment. )</small><br><b>Note:</b> Total package weight is restricted to 2.5 kgG. <span style="color: red;">Contract service at UPS.</span><br><span style="color: red;">Only to IDG destinations, shipper must be pre-approved. See UPS links below.</span>                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> UN3481, Packed <u>with equipment</u> (Packing Instruction 966, Section II)<br><small>( Cells or batteries contained in a package with associated electronic equipment, with the batteries not installed in the equipment. )</small><br><b>Note:</b> Packages must be limited to 5 kg net weight of batteries.                                                                                        | <input type="checkbox"/> UN3091, Packed <u>with equipment</u> (Packing Instruction 969, Section II)<br><small>( Cells or batteries contained in a package with associated battery-powered equipment – with the batteries not installed in the equipment. )</small><br><b>Note:</b> Packages must be limited to 5 kg net weight of batteries.                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> UN3481, Contained <u>in equipment</u> (Packing Instruction 967, Section II)<br><small>( Cells or batteries installed in equipment. )</small><br><b>Note:</b> Packages must be limited to 5 kg net weight of batteries.                                                                                                                                                                               | <input type="checkbox"/> UN3091, Contained <u>in equipment</u> (Packing Instruction 970, Section II)<br><small>( Cells or batteries installed in equipment. )</small><br><b>Note:</b> Packages must be limited to 5 kg net weight of batteries.                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>ROAD / SEA</b> <input type="checkbox"/> Lithium Ion Batteries "not restricted as per ADR/IMDG SP 188"<br><input type="checkbox"/> Lithium Metal Batteries "not restricted as per ADR/IMDG SP 188"                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Hereby I confirm that the shipment delivered to United Parcel Service containing the mentioned Lithium Batteries fully complies with the requirements of the relevant IATA DGR Packing Instructions and/or if applicable to ADR/IMDG Special Provision 188.</b>                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| DATE _____<br><small>(dd/mm/yyyy)</small>                                                                                                                                                                                                                                                                                                                                                                                                  | <b>SHIPPER DETAILS:</b> <i>(in block letters)</i><br><br>Name of signatory _____<br><br>Signature _____                                                                                                                                                                                                                                                                                                                       | <b>COMPANY DETAILS:</b> <i>(if applicable)</i><br><br>Company name: _____<br><br>Company stamp: _____                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Fold here

After filling out above information, please fold on the dotted line and place in a see through plastic envelope or pouch. That way the information is visible without opening and/or removing the envelope.

## UPS links:

- IDG countries: <http://www.ups.com/content/us/en/resources/ship/idg/information/acl.html>
- Lithium metal pre-approval: <http://www.ups.com/media/news/en/lithium-metal-battery-preapproval-form.pdf>
- UPS guidance document on International Lithium Battery Regulations: [http://www.ups.com/media/news/en/gb/intl\\_lithium\\_battery\\_regulations.pdf](http://www.ups.com/media/news/en/gb/intl_lithium_battery_regulations.pdf)

## Terminology:

- Cell – *electrochemical unit, consisting of an anode and a cathode, capable of generating electrical current*
- Battery – *assembly of cells*
- Lithium ion cells/batteries – *rechargeable – includes lithium polymer cells/batteries*
- Lithium metal cells/batteries – *generally non-rechargeable*

## This template:

- conforms to the documentation regulations for Excepted Lithium batteries 2015 DG guidelines (IATA, ADR & IMDG);
- contains additional information that is required for Excepted Lithium batteries by certain commercial airlines;
- has to be filled out completely and must be signed by the shipper.
- is required for each package containing a Lithium Handling label.



## Information about the Lithium Handling label

- The label must indicate if the batteries are Lithium Ion or Lithium Metal.
- Phone number must be filled in (same as on the Safety Document).
- The border of the label must have red diagonal hatchings.
- Text and symbols black on a contrasting background.
- Minimum dimensions: 120 × 110 mm. *(Where the packages are of dimensions such that they can only bear smaller labels the label dimensions may be 74 mm × 105 mm).*